



Chauffeur for the Mission Director

Solicitation No. AID-023-21

OPEN TO: All Interested Candidates
POSITION TITLE: Chauffeur for the Mission Director
OPENING DATE: November 10, 2021
CLOSING DATE: November 23, 2021
WORK HOURS: Full-time; 44 hours/week
SALARY RANGE: FSN-4 - (ZMK145,052.71 p.a. – ZMK227,789.33 p.a.)
PERIOD OF PERFORMANCE: Maximum of five (5) years total contract duration

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors/applicants should retain copies of all offer/application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment I.

Sincerely,

Summer Tucker
Contracting Officer
USAID/Zambia

ATTACHMENT I

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applicant from eligible and qualified persons for the position of **Chauffeur for the Mission Director** in the Front Office.

BASIC FUNCTION:

Operating a motor vehicle to transport the Mission Director or VIP visitors within the city and surrounding area in accordance with the assigned schedule.

MAJOR DUTIES AND RESPONSIBILITIES

Operates a passenger vehicle to transport the Mission Director or VIP visitors within the city and surrounding area in accordance with the assigned schedule. Transports the Mission Director and/or VIP visitors on field trips to the interior of the country. Keeps the vehicle in clean and serviceable condition and performs minor preventative maintenance. May serve as a special messenger in delivering documents or invitations or in carrying out various other official errands for the Mission Director. May provide guide services to VIP visitors, pointing out and describing places of historical and cultural interest. May function as a pool chauffeur, as necessary, in the provision of motor pool to the Mission.

A. Education: Completion of Senior Secondary School. Should have a valid local driver's license appropriate to drive all types of vehicles.

B. Prior Work Experience: Three years of driving experience is required, of which at least two years must have been with either international organizations or government agencies.

C. Post Entry Training: Training will include a minimum of: USAID agency-specific policies and procedures; USAID program/project/activity design, planning, and implementation; responsibilities of an agreement/contracting officer's representative (A/COR); and USAID monitoring, evaluation, and reporting requirements.

D. Language Proficiency Language Proficiency: Level III English good working knowledge of written and spoken language. Should be able to read and understand regulations, instructions given and related material concerning the field of work.

E. Job Knowledge: Must be familiar with local traffic laws and area traffic patterns. Knowledge of the Government of Zambia policies and regulations related to local traffic law and area traffic patterns. Knowledge of vehicle use and vehicle maintenance.

F. Skills and Abilities: The incumbent should have advanced driving skills and basic knowledge about car maintenance.

G. Supervision Received: The incumbent will be supervised by the Mission Director.

EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

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TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized benefits and allowances in accordance with the Local Compensation Plan. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

POINT OF CONTACT

Summer Tucker, Executive Officer
EXOZambiaHR@usaid.gov

APPLYING:

Eligible and qualified offerors/applicants are required to complete and submit:

1. A formal application letter or cover letter.
2. A current CV.
3. Photocopies of all professional certificates and degrees.
4. A fully complete application form DS-174 (available online at <https://eforms.state.gov/Forms/ds174.pdf>). And
5. Contact information for at least three professional references.

Submit your application materials to: exozambiahr@usaid.gov noting to reference the solicitation number in the subject of your email.

Only short-listed candidates will be contacted.

The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.

--END OF SOLICITATION--